

Message Text

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ACTION DRC-01

INFO OCT-01 CIAE-00 CU-04 INR-07 IO-10 NSAE-00 USIA-15

EUR-12 ISO-00 L-03 OMB-01 OPR-02 /056 W

----- 053643

R 131618Z AUG 75

FM AMEMBASSY PARIS

TO SECSTATE WASHDC 2165

UNCLAS SECTION 01 OF 02 PARIS 20910

NESCO

E. O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. IN RESPONSE TO REFTEL, FOLLOWING IS A COMPLETE DESCRIPTION OF RECORDS MAINTAINED AT US PERMDEL TO UNESCO THAT ARE RETRIEVABLE BY NAME AND WHICH MAY BE SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT.

I. NAME OF RECORD.

1. US PERMANENT DELEGATION PERSONNEL FILES, CONTAINING ADMINISTRATIVE INFORMATION WHICH IS ALREADY ON FILE IN THE OFFICIAL CENTRAL PERSONNEL FILE MAINTAINED IN THE DEPARTMENT.

NOTE: AS PER PARA. 5 OF REFTEL, NO FURTHER INFO IS PROVIDED HERE ON ABOVE RECORD SYSTEM.

2. PLACEMENT OF AMERICANS TO UNESCO POSITIONS.

II. NAMES OF THOSE PERSONS WHO APPLIED FOR POSITIONS IN (A) UNESCOSECRETARIAT (B) UNESCO FIELD POSTS
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(C) UNESCO TRAINEE PROGRAM OR (D) WITH UNESCO AS CON-

SULTANTS (SHORT-TERM PROFESSIONAL EMPLOYMENT)

III. CATEGORY OF RECORD

- A. UNESCO CURRICULUM VITAE FORM
- B. RECOMMENDATION LETTERS SUPPORTING APPLICANTS' CANDIDACIES
- C. CORRESPONDENCE RELATING TO CANDIDATES' STATUS IN RECRUITMENT PROCESS (I.E., UNDER CONSIDERATION BY DIRECTOR-GENERAL, SUBMITTED TO HOST GOVERNMENT)
- D. CORRESPONDENCE RE STATUS OF US GOVERNMENT ADVISORY DETERMINATION

IV. AUTHORITY

- A. THE US DELEGATION IS DESIGNATED AS THE COORDINATOR OF APPLICATIONS BY THE TWO US NATIONAL RECRUITMENT SOURCES: (1) DEPARTMENT OF STATE, BUREAU OF INTERNATIONAL ORGANIZATION AFFAIRS, UN RECRUITMENT STAFF, AND (2) US OFFICE OF EDUCATION, INSTITUTE OF INTERNATIONAL STUDIES, INTERNATIONAL ORGANIZATIONS RECRUITMENT.
- B. THE US DELEGATION IS DESIGNATED AUTHORITY TO MAINTAIN A FILE OF US GOVERNMENT ADVISORY DETERMINATIONS BY EXECUTIVE ORDER 10422, AS AMENDED.

V. ROUTINE USES

- A. EDUCATION ATTACHE (VACANT).
- B. AID LIAISON OFFICER, LOUIS G. SLEEPER.
AS ATTACHE TO THE US DELEGATION TO UNESCO, HE MAY USE THE FILES FOR PURPOSES OF PLACING AMERICANS IN POSITIONS DESCRIBED IN PARA II ABOVE.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

- A. STORAGE (I) FILE FOLDERS - 1 SET; (II) CARD FILES - 4 SETS

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- B. RETRIEVABILITY: (A) BY NAME OF APPLICANT;
(B) BY X-FILE (UNDER-QUALIFIED OR IRRELEVANTLY-QUALIFIED APPLICANTS); (C) BY NAME OF EMPLOYEE ON DUTY

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ACTION DRC-01

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IO-10 NSAE-00 USIA-15 EUR-12 /056 W

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IN FIELD PROGRAM; (D) BY PROFESSIONAL FIELD;
(E) BY NAME OF APPLICANT CLEARED UNDER E. O. 10422,
AS AMENDED

C. SAFEGUARDS: (1) FILE FOLDERS STORED IN BAR-LOCK
SAFES IN LOCKED OFFICES; (2) CARD FILES KEPT IN
LOCKED OFFICES

D. RETENTION AND DISPOSAL: (1) FILE FOLDERS MAINTAINED
FOR TWO YEARS; (2) CARD FILES MAINTAINED PERMANENTLY
BUT CARDS OLDER THAN TWO YEARS MARKED "INACTIVE"
AND STORED SEPARATELY

VII. SYSTEM MANAGER

A. SECRETARY OF DELEGATION (RAYMOND F. KEMERY) -
MANAGES SECRETARIAT AND TRAINEE APPLICANTS.

B. US OFFICE OF EDUCATION ATTACHE (VACANT) - MANAGES
FIELD AND CONSULTANT APPLICATIONS.

VIII. SOURCES

A. RECOMMENDATION LETTERS OBTAINED VIA REFERENCE OF
APPLICANT

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B. ADVISORY DETERMINATION OBTAINED FROM CIVIL
SERVICE COMMISSION
GAMMON

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 13 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975PARIS20910
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750279-1081
From: PARIS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750856/aaaabxhr.tel
Line Count: 175
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: ellisoob
Review Comment: n/a
Review Content Flags:
Review Date: 18 DEC 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <18 DEC 2002 by ReddocGW>; APPROVED <02 FEB 2004 by ellisoob>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006